

<u>Start</u>	<u>6 MO</u>	<u>12 MO</u>	<u>24 MO</u>
\$16.66	\$17.45	\$18.41	\$19.34

Union: Local 3377-A
Available: Immediately

WIC REGISTERED DIETITIAN

The **Grant County Health Department** is recruiting for a full-time WIC Registered Dietitian.

Minimum Requirements: Valid driver's license, safe driving record, and reliable transportation; ability to lift and move 50 pounds; experience using computers; Bachelor's Degree in nutritional sciences or dietetics; Registered Dietitian (RD) or registration – eligible (an individual who has an association and completed an approved internship) and successfully completes the registration exam within six months of employment; certification with the State of Wisconsin as a Dietitian required within 6 months of employment; specialized training in breastfeeding management preferred; certification in Breastfeeding education preferred; experience working with the public in a public, medical office, or health care environment desired; experience working with children desired; experience with WIC preferred.

A [Grant County application for employment](#), [complete list of job requirements, and job description](#) may be obtained at www.co.grant.wi.gov or the Grant County Personnel Department (608-723-2540). **Letter of interest, resume and application** must be on file, completely filled in, no later than 4:00 p.m. on **May 18, 2010** to:

Grant County Personnel
111 S Jefferson St.
Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*

WIC Registered Dietitian

Grant County Health Department

The WIC Registered Dietitian is responsible for compliance with the requirements in the WIC Operations and Users Manuals. The WIC Registered Dietitian performs nutritional assessments, counseling, and education of clients in individual and group settings; promotes breastfeeding and community education for positive breastfeeding attitudes and atmosphere. This position also provides outreach services for WIC. In the absence of the WIC Dietitian (a.k.a. WIC Project Director), the Registered Dietitian coordinates with the WIC Clerk, Public Health Aide, Nutritionist and the WIC Nurse at clinic sites.

Supervision

The WIC Registered Dietitian works under the general direction of the WIC Dietitian (a.k.a. WIC Project Director).

Knowledge, Skills and Abilities

- ❖ Knowledge of the principles, practices, and theory of public health nutrition programs and related maternal, infant, and child nutrition
- ❖ Knowledge of the social and behavioral sciences as applied to community nutrition programs and related health agency functions.
- ❖ Ability to establish and maintain effective working relationships with colleagues and the public
- ❖ Ability to communicate effectively both orally and in writing
- ❖ Knowledge of current dietary standards for optimal reproductive outcome, healthy growth and development, and management of acute and chronic illness
- ❖ Ability to provide skilled dietetic management based on nutrition theory, scientific principles of behavioral concepts and sound professional judgment in public health settings.
- ❖ Ability to maintain confidentiality
- ❖ Ability to interview and counsel clients on nutrition
- ❖ Skill in interacting sensitively and effectively with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyle preferences
- ❖ Ability to work effectively with people, adapting to changing situations, and ability to work independently

Minimum Requirements

- ❖ Must have a valid driver's license, safe driving record, and reliable transportation
- ❖ Must be able to demonstrate strength and dexterity necessary to lift and move 50 pounds
- ❖ Ability to learn and use relevant computer programs
- ❖ Graduation from an accredited college or university with a Bachelor's Degree in nutritional sciences or dietetics required.
- ❖ Registered Dietitian (RD) or registration – eligible (an individual who has an association and completed an approved internship) and successfully completes the registration exam within six months of employment.
- ❖ Certification with the State of Wisconsin as a Dietitian required within six months of employment.

Experience

- ❖ One year or more of related experience in a public health, medical office, health care setting, or community nutrition program preferred.
- ❖ Experience working with children is also desirable.
- ❖ Experience with WIC preferred.
- ❖ Bilingual (Spanish/English) preferred.
- ❖ Specialized training in breastfeeding management preferred.
- ❖ Certification in Breastfeeding education preferred.

Responsibilities and Duties

- ❖ Nutrition Services - Assures compliance with nutrition-related requirements in the WIC Operations and Users Manuals including serving as a Competent Professional Authority (CPA) for the Grant County Health Department.
- ❖ Participates in annual project monitoring by the Division of Health staff
- ❖ Nutrition Education - Develops, plans, conducts and evaluates secondary nutrition education services
- ❖ Implements Nutrition Care Guidelines for the Wisconsin WIC Program
- ❖ Conducts nutrition counseling for high risk clients

- ❖ Participates in peer review/chart audit for high risk client records on a semi-annual basis with the WIC Dietician and the WIC Nurse
- ❖ Participates in case conferences for high risk WIC participants if the client is serviced by other department programs upon request
- ❖ Helps evaluate nutrition education provided by the WIC Public Health Nurse and Clerk.
- ❖ Helps evaluate nutrition education materials for accuracy and appropriateness for WIC participants.
- ❖ Assists in Monitoring and/or training annually, back up WIC Nurses on current nutritional recommendations for pregnant and breastfeeding women, postpartum teens, infants and children under age 5
- ❖ Referrals - Develops nutrition referral criteria from WIC to other health professionals.
- ❖ Assures that referral criteria and procedures for referral to other nutrition services (food stamps, food pantries) are established
- ❖ Coordinates referral procedures between WIC staff and public health staff and facilitates joint effort.
- ❖ Refer clients to the WIC nurse for immunizations as appropriate.
- ❖ Clinic and Certification Procedures – Helps with certification and draft issuance to assure smooth operation and quality client education.
- ❖ Helps monitor and train annually back up WIC Clerk and WIC Nurses on functions of nutrition station.
- ❖ Clinic Activities

A) Assessment of nutritional status and needs of clinic population.

1. Perform finger or heel puncture to obtain blood for hemoglobin and capillary blood lead. Calibrate hemacue prior to each clinic.
2. Obtain, evaluate and utilize diet questionnaires and calculate client nutrient intake for planning nutritional goals.
3. Assess nutritional status of clients, according to Wisconsin WIC program policies and procedures relating to biochemical, medical, anthropometric and nutritional evaluation of client.
4. Responsible for determining client risks, eligibility for program and client food needs according to programs guidelines.
5. Identify in writing as well as verbally to the parent/client the present physical condition of the client. Verify risk factors and patient education of health risks as evidenced by documentation in client file.
6. Identify and evaluate client and family needs, ability and readiness to learn as evidenced by both written communication and verbal contact with the client.

B) Delivery of nutrition intervention, education and counseling.

1. Provide direct client counseling to parents/clients on nutrition behavior changes as evidenced by the evaluation of the clients/parents understanding and intentions of compliance at end or return visit.
2. Provide information necessary to support the client's/parent's interests and desired behavioral changes according to agency diet instruction manual. Document in client file.
3. Reinforce the client's/parent's positive behaviors as evidenced by verbal contact with the client/parent.
4. Indicate in the care plan, the long or short term goal or plan for the improvement or maintenance of nutrition behaviors and client/parent response to nutrition intervention.
5. Communicate prepared plan of care to other staff members when appropriate.
6. Identify and appropriately utilize and refer clients/parents to appropriate health/medical professionals and human service agencies as evidenced by documentation in care plan. (Be appropriately familiar with above such agencies.)
7. Seek, review, update and maintain nutrition education materials for clinic, library and education programs.
8. Work with families in food planning, buying and preparation to improve the nutritional values of their diets.

C) Food Package Tailoring and Selection

Assures food packages are issued based upon participant needs and preferences.

D) Breastfeeding Education and Support

1. Implement Breastfeeding Plan according to policy, and encourage a positive clinic environment endorsing breastfeeding as the preferred method of infant feeding.
2. Help coordinate breastfeeding plans with overall WIC and agency nutrition services.
3. Assure that positive breastfeeding messages are incorporated into relevant educational activities, materials, and outreach efforts.
4. Assure that appropriate breastfeeding education and support is offered to all pregnant WIC participants and throughout the postpartum period helping the mother through critical times.
5. Enforce policies to assure that appropriate food packages are issued to breastfeeding women and infants.
6. Assure that breastfeeding - related data/information is collected and entered into ROSIE correctly.
7. Helps develop and implement written policies for referrals in coordination with overall WIC and agency services.
8. Attend breastfeeding conferences/workshops and, keep other staff informed of learning opportunities and current information.
9. Maintain a list of breastfeeding conferences/trainings attended and the number of continuing education hours obtained (the goal is 12 hours annually).

E) Policy Development

Provides input to the WIC Dietitian and implements written policies for issues which the state WIC program gives latitude to local projects.

F) Nutrition - Related Staff Development

Attends WIC sponsored statewide and appropriate regional meetings and incorporates information, methods, etc. as indicated into project nutrition services; informs the WIC Dietitian of changes.

G) Food Delivery System

Supervises vendor training and monitoring according to WIC Operations Manual involving the WIC Clerk in activities appropriate to his/her abilities

Other requirements

- ❖ Contacts clients to explain and promote health benefits available for children and families emphasizing the importance of programs; notifies clients of educational sessions
- ❖ Schedules appointments, prepares paper work, assembles client charts, and maintains files; reschedules appointments for clients unable to keep scheduled appointments.
- ❖ Provides information to clients regarding program policies and procedures, schedules, and draft use
- ❖ Prepares paper work, including assembling forms for clients files, stocks and transports informational brochures for clients.
- ❖ Answers and routes telephone calls; takes messages.
- ❖ Mails information and appointment forms and/or telephone clients for appointments
- ❖ Assists staff with WIC Clinics by assisting in setting up the clinics and assuring that there are adequate supplies available for the proper functioning of the staff; issues WIC drafts; distributes WIC newsletters; performs intake duties at recertification time and other duties as needed or assigned by the WIC Director.
- ❖ Attends all WIC clinics and interviews clients to obtain eligibility information and provide information regarding Health Department programs.
- ❖ Assists clients in completion of questionnaires and authorization forms.
- ❖ Follows up on no-show appointments for screening and draft pick-up; updates files, including terminations.
- ❖ Maintains check registers and checks for WIC.
- ❖ Performs selected screening tests in an accurate and safe manner, such as height and weight assessments and enters information in the ROSIE system.

- ❖ Enters data, including immunizations from client records, into a computer database; refer to nurse if ROSIE system indicates immunizations are required.
- ❖ Backs up computer records; prints daily reports from computer information. Obtains and enters client transfer information.
- ❖ Assists WIC clerk with vendor training as required by state and/or requested by vendors
- ❖ Perform outreach related activities as required, requested and/or scheduled working with WIC Clerk and/or WIC Dietitian (a.k.a. WIC Project Director).
- ❖ Cross trained to provide adequate coverage in the absence of the WIC Clerk.
- ❖ Performs other duties as assigned by the WIC Director

(3/10)